|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RP2e: REQUEST TO CONTINUE WORKING BEYOND THE RETIREMENT AGE** | | | | |
| **Employee name:** | |  | | |
| **Employee department:** | |  | | |
| **Employee position:** | |  | | |
| **I am writing to notify the University that I wish to request to continue working beyond the normal retirement age.** | | | | |
| Normal retirement date: | | |  | |
| Proposed new retirement date: | | |  | |
| Have you discussed your plans with your Head of Institution? | | | | Yes / No |
| Please set out the reasons for your request to extend your employment: | | | | |
| Please confirm how your extension of employment would be funded: | | | | |
| Please note that PPD run pre-retirement courses. For further information, please use the following link:  <http://www.training.cam.ac.uk/cppd/theme> | | | | |
| Signed by employee: |  | | | |
| Date: |  | | | |
| **Please submit this form and a copy of your CV to your Head of Institution by 31 December 2014.** | | | | |

**Note for Head of Institution:**

Please send the completed form and CV, along with a written statement confirming whether you support the application, to the Secretary of the relevant School Committee that will consider the request, copied to your HR Business Manager.